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**Thornhill Primary School**

**Job Description**

**Job Title:** School Business Manager 1

**Job Purpose:** To be responsible for the planning, development, and implementation of financial and administrative services within the school.

**Reports to:** Headteacher

**Salary Grade:** Grade 9

**Working Hours:** 37 hours per week term time only plus 2 weeks (to be agreed with the Headteacher based on the business needs of the school)

(Monday – Thursday 8:30 am to 4:30 pm, Friday 8:30 am to 4:00 pm)

**Purpose of the Post**

To be responsible for the planning, development, and implementation of financial and administrative services within the school.

**Main duties and responsibilities of the post**

* Be responsible for business and financial management of school resources
* Manage the schools administrative function through planning, developing, designing and monitoring administrative systems and procedures
* Manage the schools finance function including orders, invoices, income, petty cash, reconciliations and budget monitoring
* To manage income generation activities (including wrap around care and nursery funding). This includes managing income received via ParentPay and debt collection.
* Manage the private school fund
* Manage the administration of human resources ensuring all timesheets and changes to staffing are notified to payroll
* To provide direct line management responsibility to support staff including office and premises staff
* Manage the procurement process, including securing appropriate service contracts, licences and insurance and ensuring value for money
* Maintenance of a fixed asset register and annual stock checks
* Management of facilities, including premises, lettings, health and safety and liaising with external contractors
* Arrange provision, analysis and evaluation of data and detailed reports and information for the senior leadership team, the Governing Body and outside agencies
* Prepare and submit bids for funding from outside agencies under the direction of the Headteacher
* Completion of annual returns e.g. Census, Schools Financial Value Standard
* Provide secretarial and admin services to the Headteacher including diary management
* Manage the schools secure e-mail account
* Responsibility for the single central record
* Be responsible for health and safety issues within the school and how they impact on pupils, staff and visitors to the school.
* Assist the Headteacher and governing body with promoting and marketing the school
* The post holder may undertake any other duties that are commensurate with the post.
* The post holder has common duties and responsibilities in the areas of Quality Assurance, Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction.

**Successful candidates will be subject to the school’s verification and vetting process. This includes an enhanced Disclosure and Barring Service (DBS) check.**